

MEMORANDUM FOR RECORD (CAARNG)

SUBJECT: Request for Processing Officer Evaluation Report (OER); RETURNED WITHOUT ACTION

1. Enclosed document/correspondence pertaining to Jefferson, Russell O., CPT 000-00-0000, 980601-990531 is returned without action for the following (X) reason(s):

(X) The report submitted margins on front and back, top and bottom of form, are not aligned to properly scan document.

(X) Document is not stamped "True Certified Copy, Process as an Original". See AR 623-105, paragraph 5-17c.(3).

(X) Body of submitted report is not centered on paper. Margins on front, top and bottom of form are not aligned to properly scan document.

(X) "From" date of report is incorrect, effective date of new DA Form 67-9 began 1 June 1998.

(X) Backside of report submitted is not a clear original so that legible copies can be made. Image of form will not read legibly if scanned. See AR 623-105, paragraph 3-34a.

(X) The report submitted is not a clear original so that legible copies can be made, image of form will not read legibly if scanned. See AR 623-105, paragraph 3-34a.

(X) Evaluation reports will be printed on one sheet of paper front and back, head to foot. See AR 623-105, paragraph 3-34a.

(X) Underlining of words in sentences in Part Vb is prohibited. See AR 623-105 paragraph 3-26c.

(X) Fonts on form are unauthorized, either use pica (10 pitch) or elite (12 pitch). The most commonly accepted fonts are electronically generated forms is CG Times or Times New Roman. See AR 623-105, paragraph 3-34.

(X) Period covered in Part II does not have the 4-digit year format. See AR 623-105, paragraph 3-16d(8).

(X) CMD or PSB codes missing in Part 1, See AR 623-105, paragraph 5-17.

(X) Months rated do not match period covered in Part II i & j, See AR 623-105, paragraph 3-16d(9).

(X) Rater and senior rater ranks in Part II a & c are missing. See AR 623-105, paragraph 3-17b.

(X) Senior rater not qualified in Part IIc. See AR 623-105, paragraph 2-6a(3). States minimum grade for a military senior rater is Major. See paragraph 5-17i(1) for ARNG exception to the two grade rule.

(X) Senior rater not qualified in Part IIc. See AR 623-105, paragraph 2-6b(2)(a). States that senior rater must be at least on grade higher than the rated officer.

(X) Senior rater telephone number and electronic mail address missing Part II-c. See AR 623-15, paragraph 3-17c(6).

(X) Referred YES/NO block check in Part II-d is missing. See AR 623-105, paragraph 3-32.

(X) Referred block check in Part II-d for APFT failure is missing. See AR 623-105, paragraph 3-32.

(X) Rated officer signature block left blank in Part II-e. See AR 623-105, paragraph 2-6b.

(X) Part III missing Principal Duty Title & Position AOC/BR. See AR 623-105, paragraph 3-18.

(X) Excessive use of Capital letters in Part III is prohibited. See AR 623-105, paragraph 3-26c(2).

(X) A "No" box check made in Part IV b.3, referred box check not marked in Part II-c. See AR 623-105, paragraph 3-32c.

- (X) Part IV-c missing APFT PASS/FAIL, and date. See AR 623-105, paragraph 3-19-1 c(1).
- (X) Part IV-c missing Profile date. See AR 623-105, paragraph 3-19 1b(1).
- (X) Part IV-c missing Height/Weight Yes/No. See AR 623-105, paragraph 3-19 1c(1).
- (X) APFT and HT/WT in Part IV-c must be typed or computer generated; hand written ink entry is prohibited. See AR 623-105, paragraph 3-34 a.
- (X) Part IV d missing block check on JODSF. See AR 623-105, paragraph 3-19.2.
- (X) Period covered in Part I-j and Part V does not have the 4-digit year format. See AR 623-105, paragraph 3-16d(8).
- (X) Excessive use of capitalization in Part V is prohibited See AR 623-105, paragraph 3-26c.
- (X) Rater mandatory retirement comments missing in Part V-b. See AR 623-105, paragraph 3-20b(2).
- (X) Rater's comments for failed APFT in Part V-b missing. See AR 623-105, paragraph 3-19.1b(2).
- (X) Rater mandatory potential for promotion comments missing in Part V-b. See AR 623-105, paragraph 3-20b(2).
- (X) Comments in Part V-c do not address unique skills nor indicate potential career field for future. See AR 623-105, paragraph 3-20b(2)(a).
- (X) Bullet comments in Part V-c are unauthorized. See AR 623-105, paragraph 3-26c.
- (X) Part VII-a missing current number of officers being senior rated by grade, and/or DA Form 67-9-1 received box check is blank.
- (X) Three future assignments for the rated officer are missing in Part VII-d, See AR 623-105, paragraph 3-22c(4)(a).
- () Other.

Explanation: Double spacing between paragraphs in Part V-b is prohibited. See AR 623-105, paragraph 3-26c(4). Submitted report is an unauthorized RCAS form. If you use Jetform Filler 5.1, download the correct forms from [http://55.81.20.248/Jetforms/daform' 679.htm](http://55.81.20.248/Jetforms/daform%20679.htm).

2. Point of contact for this action is SSG R.O. Jefferson, Personnel Division, Officer Management Branch, at COML: 703-607-9116 or DSN: 327-9116

Instructions for Senior Rater Profile Record Worksheet

This worksheet is designed to assist senior raters in keeping track of ratings rendered under the new Officer Evaluation System (OERS). This unofficial worksheet mirrors the information found on the DA Form 67-9-2.

Senior raters should maintain a separate worksheet for each grade. Promotable officers serving in positions authorized at the promotable grade will be profiled at the higher grade. Also, under the new OERS, lieutenants are no longer grade group combined. There is a separate profile for First Lieutenants and Second Lieutenants.

This is an unofficial worksheet which may be modified to meet individual needs. Instructions for each column on the worksheet follows:

1. **NAME.** Name of the rated officer
2. **Type of Report.** Change of Rater-CR; Change of Duty-CD; PCS-PCS; Annual-AN; Complete the Record-CTR; Senior Rater Option-SO; Relief for Cause-RFC.
3. **Thru date.** From the OER.
4. **Box Checks.** The check the SR made on the OER, for the purpose of tracking 3rd and 4th boxes are combined.
5. **Profile.** The senior rater's profile at the time the report is rendered. (Note: per senior rater's records, should be verified with PERSCOM periodically)
6. **Date to DA.** Date the report was sent to HQDA.
7. **Date Received DA.** Must check with PERSCOM for date.
8. **DA Label.** Label applied (must check with DA PERSCOM)
9. **ACOM Goal 33%.** Number of ACOM reports the senior rater can give to be at 33% based on Profile Chard on page 31 of DA PAM 623-105.
10. **% Total Top Block.** Top block total divided by profile total.

[illegible]

(*) Remember OERs are processed together as a batch and incremented against the senior rater's profile based on their day of receipt at HQDA."

(**) Except for 1st single top box less than 50% is passing. Note: Promotable Officers serving in positions authorized the promotable grade will be profile at the promotable grade if listed as (P) in the grade block of the OER.

[illegible]

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Officer Evaluation Report Inspection Checklist

REFERENCE: AR 623-105, dated 01 October 1997

UNIT Inspected:
Date of Inspection
Inspector:
Unit POC / Phone #:

1. Has a rating chain been established and distributed for the command? [Para ; 2-1 thru 2-3 page 4: Para 5-6 page 47]

YES _____

NO _____

Comments: _____

2. Are the 67-9-1 support forms being utilized and was a face-to-face between the rated officer and Rater conducted? [Para 1-8c(2)(b) page 2; Para 3-4c(c) page 11]

YES _____

NO _____

Comments: _____

3. Does the S1/Admin Officer know where to locate the "Codes and Reasons for Submitting Reports" and the "Codes and Reasons for Nonrated Periods"? [Tables 3-3 and 3-4 pages 26 & 27]

YES _____

NO _____

Comments: _____

4. Does the S-1/Admin Officer know under what conditions a mandatory report (120 minimum) is required? [Para 5-21 page 51]

YES _____

NO _____

Comments: _____

5. Does the S-1/Admin Officer know what a referred OER consists of? [Para 3-32 & 3-33 page 21; Para 5-24 page 47] and know the appeal procedures and where to forward an appeal? [Table 5-1 page 53]

YES _____

NO _____

Comments: _____

6. Does the S-1/Admin Officer know under what conditions a mandatory report is required (other than the 120 minimum)? [Para 5-22 page 51]

YES _____

NO _____

Comments: _____

7. Does the S-1/Admin Officer know what the Command Code is for National Guard Units? [Ref Table 3-5 page 27 and referred to Para 2-4 AR 680-29]

YES _____

NO _____

Comments: _____

8. Is each rated officer given a copy of his/her completed OER? (Para 5-4 page 47)

YES _____

NO _____

Comments: _____

9. Are comments being made in Part Vb (rater's narrative) regarding the rated officers potential for promotion and military education? [Para 3-20b(1) page 18; Para 5-4b(11) page 47 and Para 5-17g(2) page 50]

YES _____

NO _____

Comments: _____

10. Does the unit currently have delinquent OERs?

YES _____

NO _____

Comments: _____

